

## COUNTY ADMINISTRATIVE OFFICE

### Mark Uffer

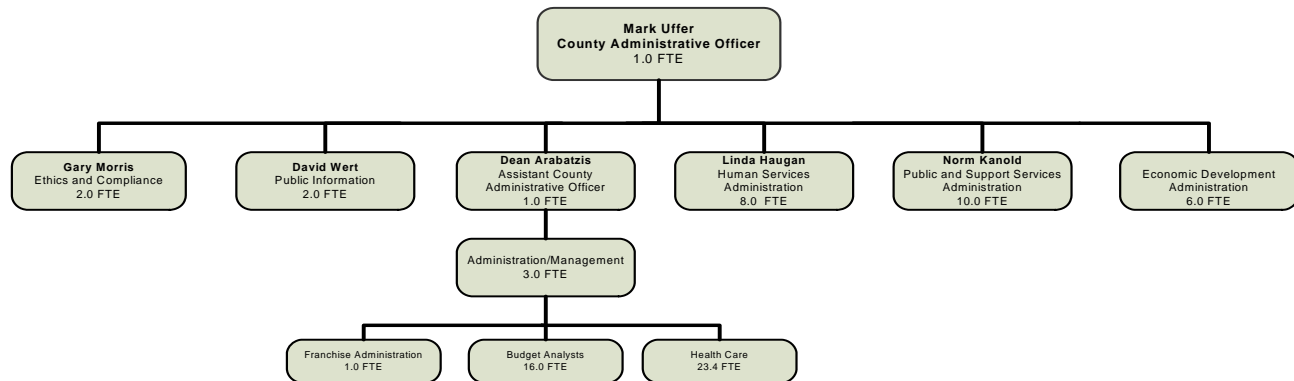
#### MISSION STATEMENT

The County Administrative Office maximizes constituent services and satisfaction by developing and implementing budgets, policies, and procedures, and by directing and/or coordinating departmental activities according to the County Charter, general laws, and to meet the strategic goals adopted by the Board of Supervisors.

#### STRATEGIC GOALS

1. Facilitate, support, and ensure the implementation of decisions by the Board of Supervisors.
2. Promote the effective and efficient delivery of countywide service through the use of contemporary management tools.
3. Ensure the overall financial health of the County of San Bernardino.
4. Communicate countywide operations in an effective manner.
5. Increase employee awareness of and compliance with the county's ethics program.

#### ORGANIZATIONAL CHART



#### SUMMARY OF BUDGET UNITS

2008-09

	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
<b>General Fund</b>					
County Administrative Office	5,408,994	-	5,408,994		26.0
Litigation	388,681	-	388,681		-
Joint Powers Leases	20,612,356	-	20,612,356		-
Health Care Administration *	64,839,387	49,839,387	15,000,000		23.4
Public and Support Services Administration **	1,977,648	-	1,977,648		10.0
Human Services Administration ***	1,284,693	1,092,990	191,703		8.0
Economic Development ****	639,202	-	639,202		6.0
<b>Total General Fund</b>	<b>95,150,961</b>	<b>50,932,377</b>	<b>44,218,584</b>		<b>73.4</b>
<b>Special Revenue Fund</b>					
Federal Forest Reserve	11,803	-		11,803	-
<b>Total Special Revenue Fund</b>	<b>11,803</b>	<b>-</b>		<b>11,803</b>	<b>-</b>
<b>Total - All Funds</b>	<b>95,162,764</b>	<b>50,932,377</b>	<b>44,218,584</b>	<b>11,803</b>	<b>73.4</b>

\* Detail of these budget units is in the Health Care Section.

\*\* Detail of this budget is in the Public and Support Services Section.

\*\*\* These costs are included in the Human Services Administrative Claim budget unit in the Human Services Section.

\*\*\*\* These costs are included in the Economic Development budget unit in the Economic Development Section.

Detailed information for each budget unit follows, along with a description of the services provided, budget unit history and applicable performance measures.



## DESCRIPTION OF MAJOR SERVICES

The County Administrative Office (CAO) is responsible to the Board of Supervisors for the general administration and coordination of all county operations and programs, together with the preparation and administration of the county budget.

The CAO oversees the operations of county departments whose department heads are appointed by the Board of Supervisors or County Administrative Officer, and assists in the coordination of activities of departments headed by elected officials. Additionally, the CAO oversees Health Care Administration, the Public and Support Services Administration (PSSG), Human Services Administration, and Economic Development Agency Administration.

The Health Care Administration provides administrative oversight for the health related departments and seeks to expand and coordinate collaborative opportunities among those departments. Health Care Administration also coordinates major health financing issues, such as realignment, medical center debt financing, and disproportionate share hospital funding.

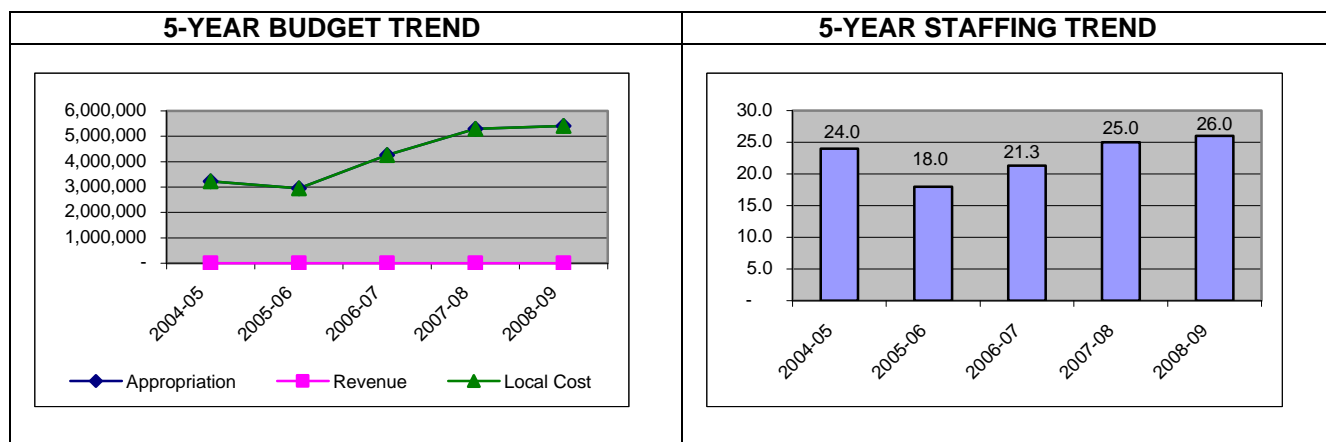
PSSG departments plan and implement facility and infrastructure development and maintenance programs (roads, flood control, buildings); provide public services in unincorporated communities (planning, fire, special districts, parks, museums); and serve departmental needs (vehicles, space, leasing).

Human Services departments are responsible for the county social service programs under applicable mandatory federal and state regulations. These departments are Transitional Assistance, Children's Services, Adult Services, Preschool Services, Child Support Services and Veterans Affairs.

Economic Development departments seek to facilitate economic growth within the county through programs that enhance workforce skills, infrastructure, business development and attraction, housing opportunities and community development projects. These departments are Community Development and Housing, Economic Development, the Redevelopment Agency, and Workforce Development.

The CAO is also responsible for coordinating county activities with other local government entities, including cities and other counties; the county's long-term debt functions; and the capital improvement program.

## BUDGET HISTORY

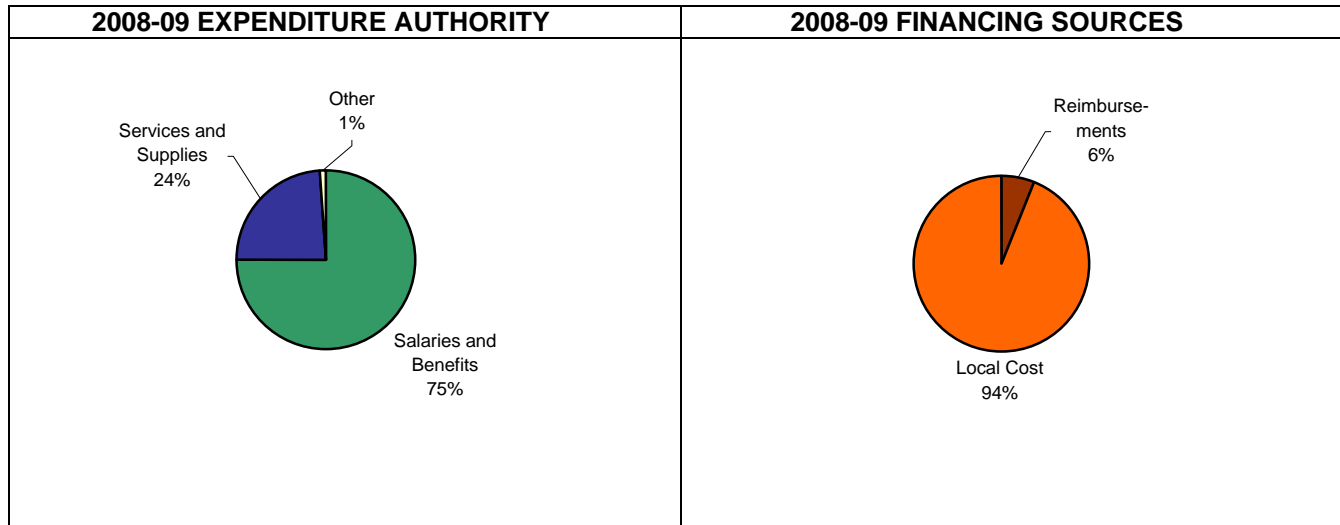


## PERFORMANCE HISTORY

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Modified Budget	2007-08 Estimate
Appropriation	3,155,583	3,902,621	4,133,534	5,368,364	5,000,054
Departmental Revenue	-	-	-	-	-
Local Cost	3,155,583	3,902,621	4,133,534	5,368,364	5,000,054
Budgeted Staffing				25.0	

The 2007-08 estimate is lower than the modified budget mainly due to vacancies in staffing.

## ANALYSIS OF PROPOSED BUDGET



GROUP: Administrative/Executive  
 DEPARTMENT: County Administrative Office  
 FUND: General

BUDGET UNIT: AAA CAO  
 FUNCTION: General  
 ACTIVITY: Legislative and Administrative

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Estimate	2007-08 Final Budget	2008-09 Proposed Budget	Change From 2007-08 Final Budget
<b>Appropriation</b>							
Salaries and Benefits	2,657,499	2,431,637	3,152,228	3,648,134	3,931,875	4,320,689	388,814
Services and Supplies	257,582	556,960	1,172,726	1,699,546	1,745,874	1,281,993	(463,881)
Central Computer	22,372	29,279	26,225	31,213	31,213	38,567	7,354
Travel	-	-	-	-	-	62,225	62,225
Other Charges	-	-	-	69,120	-	-	-
Equipment	-	46,346	-	-	-	-	-
Transfers	4,958	16,280	17,125	66,510	87,312	60,688	(26,624)
Total Exp Authority	2,942,411	3,080,502	4,368,304	5,514,523	5,796,274	5,764,162	(32,112)
Reimbursements	(87,828)	(22,881)	(234,770)	(514,469)	(497,030)	(355,168)	141,862
Total Appropriation	2,854,583	3,057,621	4,133,534	5,000,054	5,299,244	5,408,994	109,750
Operating Transfers Out	301,000	845,000	-	-	-	-	-
Total Requirements	3,155,583	3,902,621	4,133,534	5,000,054	5,299,244	5,408,994	109,750
Local Cost	3,155,583	3,902,621	4,133,534	5,000,054	5,299,244	5,408,994	109,750
Budgeted Staffing					25.0	26.0	1.0

Salaries and benefits of \$4,320,689 fund 26.0 budgeted positions and are increasing by \$388,814 and a net 1.0 budgeted position. Staffing changes include the additions of 1.0 principal administrative analyst, 1.0 administrative analyst III, and 1.0 franchise program analyst. The franchise program analyst addition is the result of a re-organization/consolidation of the franchise budget unit. Offsetting these increases are the deletion of 1.0 executive secretary III and 1.0 contract special projects coordinator.

Services and supplies of \$1,281,993 include professional services, ISD direct labor, computer software and hardware expenses, miscellaneous expenses, and general office supplies. Various countywide programs are funded via professional services including components of the Service First Program, hosted email subscriptions for accessing county web information, public awareness campaigns, and the ethics case management system. The decrease of \$463,881 is primarily attributed to the loss of \$200,000 in one-time funding for local matching funds for grant submissions and to hire contract grant writers as needed for the approved Enhance Grants Program policy item. Other decreases include the shift of travel related expenses to a new appropriation unit, reductions in special departmental expense, completed computer software purchases, and a decline in maintenance costs due to the conclusion of the remodel.



Travel is a new appropriation unit for 2008-09. The amount budgeted of \$62,225 reflects anticipated travel costs in the areas of private mileage, air travel, hotel, car rental and conference fees for this budget unit. These costs were based on departmental analysis of past travel related expenses previously budgeted in the services and supplies appropriation unit.

Transfers of \$60,688 include continued contributions toward employee relations, Employee Health and Productivity program, Information Services Department for computer analyst support, custodial and maintenance service, and advertisement services. The decrease of \$26,624 results primarily from the completed purchase of two wireless infrastructure servers.

Reimbursements of \$355,168 represent payments from other budget units. The budgeted amount decreased a total of \$141,862 from the prior year. Changes include additional reimbursements of \$175,700 for 1.0 budgeted position to assist with Public Health's financial operations, a reduction of \$92,363 in reimbursements from Facilities Management that coincides with the deletion of 1.0 contract special projects coordinator, and a reduction of \$225,199 from the Health Care Administration budget unit due to a lessening in the percentage allocation provided for the administration of all the health departments.

PERFORMANCE MEASURES				
Description of Performance Measure	2006-07 Actual	2007-08 Projected	2007-08 Estimated	2008-09 Projected
Percentage of departments implementing the performance measurement system.	100%	100%	100%	100%
Number of county department pages available for email subscription services through GovDelivery, Inc. (amended)*	34	140	170	170
Number of pages subscribed by consumers.	9,852	17,000	17,000	20,000
Percentage of targeted audiences reporting awareness of county services and operations, including how to access county services.	41%	65%	65%	75%
Number of county employees and officials participating in the ethics and compliance training. (amended)**	1,800	1,900	1,900	7,500
Percentage of county employees receiving ethics and compliance materials.	11%	100%	100%	100%
Competitive grant funding received by the county or nonprofits in collaboration or associated with the county.	\$1.5 million	\$900,000	\$1.5 million	\$1.5 million

\* The measurement above has been amended to clarify and make more appropriate to the goal.

\*\* The measurement above has been amended to clarify and make more appropriate to the goal, in addition, all numbers are rounded.

ADDITIONAL GENERAL FUND FINANCING REQUESTS						
Rank	Brief Description of Request	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost	Proposed 2008-09 Performance Measurement
1.	Grant matching fund program. Obtain ongoing funding to support the local matching funds for grant submissions to enable a viable response time to federal and state competitive opportunities.	-	100,000	-	100,000	
	Competitive grant funding received by the county or nonprofits in collaboration or associated with the county.					\$1.5 million
<b>Total</b>		<u>-</u>	<u>100,000</u>	<u>-</u>	<u>100,000</u>	

